



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

November 3, 2008

Transmitted Via E-Mail

Kimberly Martinez, Benefits Analyst  
Logitech, Inc.  
6505 Kaiser Drive  
Fremont, CA 94555  
[kimberly\\_martinez@logitech.com](mailto:kimberly_martinez@logitech.com)

Dear Ms. Martinez:

RE: FINAL MONITORING VISIT REPORT for Logitech – ET07-0114

Date of the Visit:	8/20/08
Beginning/Ending Time:	2:00 – 2:45 p.m.
Date of Last Visit:	5/24/07
Visit Location:	Fremont
Persons in attendance:	Kimberly Martinez, Logitech; Teresa Teles, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	7/5/06 -7/4/08	Agreement Amount:	\$1,206,400
Type of Trainee:	Retrainee	No. to Retain:	580
Date Training must be completed:	4/4/08	Range of Hours:	24 – 200
		Weighted Ave. Hours:	160

## FINAL REPORT SUMMARY:

HISTORY OF AGREEMENT CHANGES: Modification 1 was approved in February 2007 to add CBT to the Agreement. Modification 2 was approved in January 2008 to add items to the curriculum that were inadvertently left off Modification 1.

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

**PROJECT UPDATE PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	43	<b>Completed Minimum Hours for reimbursement</b>	43
<b>Trainees Enrolled:</b>	834	<b>Completed Training and Retention</b>	43
<b>Dropped Following Enrollment:</b>	791		

National Training Systems, Inc. (the administrative vendor) provided the statistic for the closeout of the Agreement. Logitech retained a total of 43 trainees (7% percent of planned retentions) for a total reimbursement of \$21,255, (1.7 percent of the encumbered amount).

The three Logitech project administrators left their positions and were not available for comments regarding the performance in this agreement, therefore, the four questions regarding agreement performance were not included in this report. You were not involved in the ETP project and were only assigned to schedule and be present at the final visit meeting, and to have the documentation available for review by the ETP analyst.

The following information was compiled by Ms. Teles from discussions with the project administrators during monitoring visits and from the subcontractor representative.

- The project was developed based on initiatives that were projected to begin during the term of the Agreement. These initiatives did not begin or were delayed due to change in company business focus.
- Some Logitech staff felt that the original training plan was too ambitious as originally developed and the total number of training hours might have included training for worldwide employees which could not be counted for ETP training.
- The project had several project administrators and each had to become familiar with ETP Agreement and ETP requirements. With the change in project administrators, the focus of training also changed.
- Logitech's business strategy changed and the ETP training project was not a priority or did not meet the needs of the company. Several times during the term, Ms. Teles suggested that Logitech look at revising the curriculum but Logitech staff did not submit any such request.

**AUDIT:**

Logitech will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

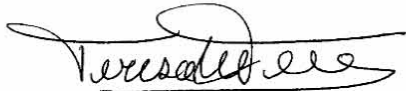
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Teresa Teles at (650) 655-6940 or at [tteles@etp.ca.gov](mailto:tteles@etp.ca.gov) within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Teresa Teles, Analyst  
San Francisco Bay Area Regional Office

cc: Martha Tuma, Director, [martha\\_tuma@logitech.com](mailto:martha_tuma@logitech.com)  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor           \*\*